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URBAN DEVELOPMENT AND HOUSING DEPARTMENT

NOTIFICATION

19 JULY, 2017

REVISED INTERNSHIP GUIDELINES, 2017

Notification No. : SUDA/AMRUT/Internship Guideline/50/2016-4632--

The Urban Development and Housing Department, Jharkhand has decided to initiate a Scheme for the engagement of interns in ULBs and parastatals from April 1, 2016, consistent and linked with the State Annual Action Plan prepared under the Atal Mission for Urban Rejuvenation and Transformation (AMRUT). This scheme seeks to engage Indian nationals who are pursuing graduation/Post-graduation or research courses in reputed Universities/Institutions within Jharkhand as "Interns".

For this the Urban Development and Housing Department, Jharkhand has framed 'The Revised Internship Guidelines, 2017' to provide framework for engagement of Interns on short term basis.

1. Purpose:

The Urban Development and Housing Department (UD&HD) is the nodal Department of Government of Jharkhand for ensuring proper and planned

growth of cities and towns with adequate infrastructure, amenities and services provided to the citizens through the Urban Local Bodies (ULBs) and parastatal agencies like JUIDCO, MADA, RRDA, State Urban Development Agency and Directorate of Municipal Administration etc. The Department is involved in ensuring efficient management & delivery of civic services like provision of affordable housing, safe drinking water, sanitation including solid waste management, storm water drainage, sewerage, roads, public transport and creation of livelihood opportunities by accelerating economic growth of cities/towns and building capacity of the urban poor.

The Urban Development and Housing Department (UD&HD), Jharkhand has decided to initiate a Scheme for engagement of interns in ULBs and parastatals from April 1, 2016, consistent and linked with the State Annual Action Plan prepared under the Atal Mission for Urban Rejuvenation and Transformation (AMRUT). This scheme seeks to engage Indian nationals who are pursuing graduation/post-graduation or research courses in reputed Universities/Institutions within India as "Interns". For the larger benefit of the student community and with a view to enriching the management/implementation of its various schemes/programmes, UD&HD has decided to notify the "Revised Internship Guidelines 2017" to provide a framework for engagement of Interns on short term basis.

2. Objectives and Guiding Principles:

2.1 Objectives :

The objective of the scheme is to allow young talents from the reputed institutions to be associated with the Departmental work for mutual benefits:

- 2.1.1 The "Interns" shall benefit by getting an exposure to the Government functioning and the issues in Urban sector and contribute to the policy formulation by generating inputs such as empirical analysis, briefing reports, policy papers etc.
- 2.1.2 Further, this scheme aims at encouraging active participation of interns in the learning process through experimentation and putting into practice the acquired academic knowledge under the guidance of a qualified and experienced Supervisor/Mentor.
- 2.1.3 Department may benefit from the additional resources in the form of young talents with fresh perspectives and their outputs which shall add to its policy formulation base.

2.2 Guiding Principles :

The scheme shall be guided by the following principles:

- 2.2.1 ensuring resume-building tasks are assigned to the intern
- 2.2.2 ensuring do-ability of the assigned tasks within the timeframe
- 2.2.3 ensuring frontline experience to the interns; and
- 2.2.4 ensuring continuous guidance and feedback to the intern

3. Definitions:

Unless the context requires otherwise, the following words shall have the meaning attributed to the guidelines:-

- 3.1 "Department" means The Urban Development and Housing Department (UD&HD), Jharkhand
- 3.2 "Competent Authority" means the Principal Secretary, Urban Development and Housing Department (UD&HD), Jharkhand
- 3.3 "Empanelled Institution" means any Academic Institution, which has been
- 3.4 Empaneled by H&UDD for nominating candidates under the "Internship Scheme".
- 3.5 "Allotted Organization" means, organization (Urban Local Bodies, Parastatals and Department) where interns has been allotted to work during the Internship.
- 3.6 "SUDA" means State Urban Development Agency.
- 3.7 "DMA" means Directorate of Municipal Administration.
- 3.8 "JUIDCO" means Jharkhand Urban Infrastructure Development Company Ltd.

4. Eligibility:

Indian students pursuing Graduation/Post Graduation/ Research Courses in the universities/ institutions duly empanelled by the Department and specializing in areas related to Engineering, Management, Finance, Town Planning, Environmental Engineering, Other Social Sciences, Social work etc. shall be eligible for consideration as Interns.

Further Students having domicile of Jharkhand and studying elsewhere in any part of India will also be eligible to apply for Internship. In this type of case, domicile certificate has to be produced.

In cases when seats remain vacant, foreign candidates may also be selected.

Note:

- The Department shall prepare a list of empanelled Universities/Institutions depending upon the willingness of the Universities/institutions and/or requirements of the Department. The list shall be updated by the Department as and when required. The initial list of empanelled institutions shall be as per Annexure- L.
- First year Bachelors Degree students and those who have completed final year of their graduation (or awaiting final result) shall not be eligible for Internship.
- Further, it may be noted that those who have completed final year (or awaiting results) of their post-graduation shall not be eligible for Internship.

- The eligibility criteria may be relaxed in deserving cases based on need of the department on prior approval of Competent Authority.

5. Application Procedure:

The Department shall notify in the month of January/February every year,

- 5.1 the total no. of Internship slots available for the financial year;
- 5.2 distribution of slots across different organizations (Department, ULBs and parastatals); and
- 5.3 The type of projects/ assignments available in these organizations.
 - 5.3.1 The competent Authority shall have the discretion to increase or decrease the quantum of slots as and when required, depending on the requirement in various schemes under various sections /directorates/organizations of the Department.
 - 5.3.2 The Department shall issue letters to the empanelled institutions soliciting nominations for internship. The last date for application/nomination shall be specified clearly in the letter.
 - 5.3.3 Interested Institutions can nominate a maximum of 3 interested and eligible students for the Internship program and must send their applications in the prescribed form (Annexure-II) comprising
 - 5.3.3.1 CVs of the nominees,
 - 5.3.3.2 their preferred period of Internship during the financial year and
 - 5.3.3.3 their areas of interest in order of preference as per Annexure-III, to the Department.

6. Selection and Placement Procedure:

- 6.1 The list of nominated candidates shall be prepared and placed before the Competent Authority for final allotment/placement.
- 6.2 The Interns shall be allotted to an organization for Internship, keeping in view the areas of interest expressed by the candidate and subject to suitability and availability of slots. The allotment of the Interns to the organizations may be done on first come first serve basis or any other suitable method at the discretion of the Competent Authority.
- 6.3 The actual offer shall be sent to the empanelled Institutions subject to availability of slots and approval of the competent Authority. The offer for internship is neither an employment offer nor an assurance of an employment with the Department.
- 6.4 The Department may organize a short induction/orientation programme for the interns on the first day of the Internship in Ranchi. Every Intern shall be attached with a Supervisor/Mentor from the allotted organization.

7. Duration of Internship:

- 7.1 The duration of the internship may be for 2 months or 1 month or 15 days.
- 7.2 Interns not completing the requisite period of Internship shall not be issued any Certificate.

8. Submission of Report:

- 8.1 The Interns shall be required to complete all the requirements of the Internship program including submission of a Project Report to the Mentor/Supervisor at least 5 days before the end of the Internship. If required, at the end of the Internship, the Interns shall make a presentation on the Report to the concerned Mentor/Supervisor or the Head of the organisation allotted to them.
- 8.2 The acknowledgement sheet in the Project Report should mention the name of the Supervisor/Mentor who has guided the Intern at the Department/allotted organisation.
- 8.3 The Report submitted by the Intern shall be reviewed and approved by the concerned Supervisor/Mentor and counter approved by the Head of the organisation allotted.

9. Certificate of Internship:

The Department shall issue Certificates to the Interns on the completion of Internship and submission of Report duly countersigned and approved.

10. Peer learning and experience sharing program:

- 10.1 The Department may organise a 1-day peer learning and experience sharing programme for all the Interns in Ranchi immediately after the completion of Internship.
- 10.2 The cost of travel and accommodation shall be borne by the Intern.

11. Stipend:

- 11.1 The undergraduate/Graduate and Post graduate interns shall be paid a stipend of 10000 and 15000 respectively for a period of 2 months, a stipend of 5000 and 7500 respectively for a period of 1 month and a stipend of 2500 and 3750 respectively for a period of 15 days.
- 11.2 The stipend shall be payable by the allotted organisation after the completion of Internship, subject to satisfactory performance, duly certified by the Supervisor/Mentor.
- 11.3 The expenditure on payment of stipend and other expenses relating to Internship shall be met from the A&OE head of the budget available in the Department as well as in the allotted organisations.

12. Logistics support:

- 12.1 The Interns shall be provided with working space, internet facility and other necessities, as deemed fit by the Department and the concerned organisations. The Interns shall be required to have their own laptops.
- 12.2 The Interns shall make their own accommodation arrangement during the Internship.

13. Leave:

The Interns shall be allowed a maximum leave of 2 days during the Internship period.

14. Code of conduct:

The Interns appointed by the Department shall observe the following code of conduct, which shall include but not be limited to, the following:

- 14.1 The Interns are required to be present at the allotted organisation's premises during official hours unless otherwise permitted by the Supervisor/Mentor in writing.
- 14.2 The Interns shall adhere to the work plans and schedules assigned by the Mentor/Supervisor; and shall participate in all structured activities designed by the mentor/supervisor for the internship and meet regularly with the Mentor/Supervisor to discuss the progress and ask appropriate questions regarding the assignment.
- 14.3 The Intern shall follow the rules and regulations, which are in general applicable to employees of the Department and the allotted organisations.
- 14.4 The Intern shall follow the confidentiality protocol of the Department and the allotted organisation and shall not reveal to any person or organization confidential information relating to the Department, its work and policies.
- 14.5 The Intern shall not claim any intellectual property right, of work done at the Department and the allotted organisation and has to strictly maintain the confidentiality of Department's intellectual property. Any violation/ infringement shall be viewed adversely against the Intern as well as the institution to which he/she belongs and may invite appropriate action.
- 14.6 The Intern and the Institution concerned shall have no claim whatsoever on the results of the project work. The Department retains all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of project work.
- 14.7 Interns may, with the prior permission of the Department, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to the Department and allotted organisation cannot be revealed under any circumstances.

- 14.8 Any papers and documents written and/or published by the Intern should carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of the Department and the allotted organisation.
- 14.9 Interns shall follow the advice given to them by the Department and allotted organisation regarding representations to third parties.
- 14.10 In general, an Intern may not interact with or represent the Department and the allotted organisation vis-a-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of the Department and the allotted organisation depending on the nature of their roles and responsibilities.
- 14.11 No Intern shall interact with or represent the Department or the allotted organisation to the media (print and electronic).
- 14.12 Interns shall conduct themselves professionally in their relationship with the Department and the allotted organisation and the public in general.
- 14.13 Interns are required to make prompt and full disclosures related to any conflict of interest that arises in due course of the internship.
- 14.14 Interns shall not accept or provide any gift, benefit, or favour in exchange for special consideration or influence, where it may be perceived to be in exchange for any special treatment.
- 14.15 Interns shall provide mandatory feedback on the mentor and the internship programme whenever required by the Department and allotted organisation.

15. Roles and Responsibilities of Mentor/ Supervisor

- 15.1 Mentors/Supervisors shall communicate program objectives, work plan, milestones and professional expectations to the Intern and ensure that all professional expectations are communicated and understood by the Intern.
- 15.2 Mentors/Supervisors shall assign meaningful work to the Interns as per the defined work plan.

15.3 Mentors/ Supervisors shall meet regularly with the Intern to review and discuss the progress of the program and identify areas where the Intern needs support and guidance in learning, and provide necessary support.

15.4 Mentors/Supervisors shall provide constructive, balanced, and respectful feedback to the Interns.

16. Grievance Redressal:

16.1 In case of any grievance, the Intern can submit this grievance to the Head of the organization allotted to him.

16.2 In case, the Intern is not satisfied with the action taken, he may submit his grievance to the Competent Authority in the Department'.

17. Termination:

17.1 The Department may disengage from the Intern if the Department is of the view that the services of the Intern are no more required.

17.2 The Department may terminate the services of the Intern at any time without assigning any reasons and with immediate effect.

17.3 If the Intern decides to disengage from the Department, he should provide 10 days prior notice.

17.4 Upon termination, the Intern must hand over to the Department, any papers, equipments or other assets which might have been given to the Intern by the Department or the allotted organisation in course of his project work with the Department. This shall include any badges or ID Cards which may have been issued to the Intern.

17.5 If it comes to the notice of the Department that the person whose services have been terminated by the Department continues to act in a manner which gives an impression that he is still working for the Department, the Department shall be free to take appropriate legal action against such person.

17.6 The Competent Authority may initiate appropriate action against erring Intern and decision of the Competent Authority would be final and binding on the Intern.

18. Database of Interns:

The Department shall maintain a database of Interns and their project details. The attendance record and details of work supervision of the Interns shall be maintained by the concerned Mentor/Supervisor of the allotted organisation.

19. Power to remove difficulties:

The Competent Authority shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.

20. Scheme Review:

The scheme in its present form is proposed for three years. A review of the scheme may be undertaken after one year and necessary changes may be made by the Competent Authority.

By order of the Governor of Jharkhand,

Arun Kumar Singh,
Principal Secretary to Government

Annexure-I**LIST OF EMPANELLED INSTITUTIONS IN JHARKHAND FOR INTERNSHIP SCHEME**

S.No	Name of the Institution	Location	Category
1	BIT Mesra,Ranchi	Ranchi	Engineering/Management
2	Cambridge University,Ranchi	Ranchi	Engineering/Management
3	NIFFT	Ranchi	Engineering
4	IIM ,Ranchi	Ranchi	Management
5	XISS,Ranchi	Ranchi	Management
6	Ranchi University	Ranchi	Management
7	Govt Engineering College,Ramgarh	Ranchi	Engineering
8	ISM,Dhanbad	Dhanbad	Engineering/Management
9	K.K. College of Engineering & Management, Dhanbad	Dhanbad	Engineering/Management
10	BIT,Sindri	Dhanbad	Engineering
11	Vinoba Bhawe University	Hazaribag	Management
12	University College of Engineering and Technology (UCET), Hazaribagh		Engineering
13	RVS College of Engineering & Technology, Jamshedpur	Jamshedpur	Engineering
14	XLRI, Jamshedpur	Jamshedpur	Management
15	B.A. College of Engineering & Technology, Jamshedpur		Engineering
16	Gurugovind Singh Educational Society Technical Campus, Bokaro	Chas	Engineering
17	Government Engineering College, Dumka	Dumka	Engineering
18	Nilambar Pitambar University	Medininagar	Management
19	Kolhan University	Chaibasa	Management
20	Siddhu Kanhu Murmu University	Dumka	Management

Annexure - II**APPLICATION FORM (REFER PARA 5 (III) OF INTERNSHIP GUIDELINES, 2016)****A. Covering letter**

<< Letter Head of the Institute >>

To,

_____,
Urban Development and Housing Department,
Govt of Jharkhand.

Date :.....

Sub. : Nomination of students for internship program 2016

Dear Sir,

With reference to your letter No _____ dated _____ soliciting nomination of students for internship program-2016 under Urban Department and housing department, Govt of Jharkhand, we are pleased to nominate the following students:

- 1.
- 2.
- 3.

The above students meet the eligibility criteria set out in provision 4 of the Internship Guidelines, 2016 of Urban development and Housing Department, Govt. of Jharkhand.

The following documents are attached herewith this letter for each of the above students for your kind consideration:

1. Application Form
2. Institute ID Card

Date :

Place :

Name :

Designation :

*Signature & Seal of Principal/
Authorised official of the Institute*

B. Internship Application Form-2016**Government of Jharkhand****URBAN DEVELOPMENT AND HOUSING DEPARTMENT**4th Floor, Project Building, Jharkhand Secretariat, Dhurwa, Ranchi

E-mail: suda.goj@gmail.com, Website : udhd.jharkhand.gov.in

1. Personal Information

Applied Date :			Recent Color Passport Size Photograph
1. Name of the Applicant			
2. E-mail id /contact details			
3. Date of Birth			
4. Gender (M/F)			
5. Nationality			
6. If person with disability/mention the disability			
7. Address Details	Address for correspondence	Permanent Address	

2. Education Details

Educational Qualification					
Exam passed	Board/ University	Year	Subjects/Discipline/ Specialization	Division/ Class	% marks/ CGPA/ Equivalent
10th					
12th					
Graduation Details					
1 st year					
2 nd Year					
3 rd Year					
4 th year					

Post-Graduation Details					
1 st year					
2 nd year					
Publication in Referred Journal (if any)					
1.					
2.					
3.	List of attachments: 1. Photograph 2. Institute Identity Card				

3. Internship Details

<i>Period of Internship</i>			
From (Date)		To (Date)	
<i>Field of Interest during internship</i>			
i.	ii.		
iii.	iv.		
v.	vi.		
vii.	viii.		
ix.	x.		
xi.	xii.		
xiii.	xiv.		
xv.	xvi.		
What motivated you to apply for an internship with UD&HD? Please mention in not more than 100 words			

I certify that the above information furnished by me is true to the best of my knowledge and belief. Once selected, I will join the internship program for the whole duration.

Place : _____

Date : _____

Signature of the applicant

Name :

Designation:

Mob/Tel No.:

Email Id :

Annexure –III**LIST OF IDENTIFIED MODULES FOR INTERNSHIP (INDICATIVE LIST)
(REFER PARA 5(III) OF INTERNSHIP GUIDELINES, 2016)**

Sl. No.	Departments/ Authorities	Maximum No. of Slots for Internship	Internship Modules
1.	Urban Development and Housing Department		<ul style="list-style-type: none"> • Urban Planning • City Sanitation • GIS Based Master Plan Development • ITES based Urban Transport System • World Bank and JICA Projects • Business process re-engineering, Ease of Doing Business and Change Management • Grievance Redressal Mechanisms • Comprehensive Development Plan • Budgeting and Accounting
2.	State Urban Development Agency(SUDA)		<ul style="list-style-type: none"> • AMRUT • Smart City • Swachh Bharat Mission • Urban Reforms • Implementation of e-Governance modules
3.	Directorate, Municipal Administration		<ul style="list-style-type: none"> • NULM • Urban Reforms • Urban Poverty alleviation programs • PMAY
4.	Ranchi Municipal Organization		<ul style="list-style-type: none"> • AMRUT • Smart City • Swachh Bharat Mission • NULM • PMAY • Urban Transport System • Implementation of e-Governance modules
5.	Dhanbad Municipal Corporation		<ul style="list-style-type: none"> • AMRUT • Swachh Bharat Mission • NULM • PMAY

Sl. No.	Departments/ Authorities	Maximum No. of Slots for Internship	Internship Modules
6.	Deoghar Municipal Corporation		<ul style="list-style-type: none"> • AMRUT • Swachh Bharat Mission • NULM • PMAY
7.	Chas Municipal Corporation		<ul style="list-style-type: none"> • AMRUT • Swachh Bharat Mission • NULM • PMAY
8.	Hazaribag Municipal Corporation		<ul style="list-style-type: none"> • AMRUT • Swachh Bharat Mission • NULM • PMAY
9.	Jamshedpur NAC		<ul style="list-style-type: none"> • AMRUT • Swachh Bharat Mission • NULM • PMAY
10.	JUIDCO Ltd.		<ul style="list-style-type: none"> • Project Management and implementation • Sewerage and Drainage • Water Supply and connection • Green space development • City and Town Planning
